

**NAMES OF THE COMMITTEES/CELLS ALONG WITH JOB DESCRIPTION
AGAINST THE NAMES OF STAFFS ENTRUSTED WITH RESPECTIVE ASSIGNMENTS:**

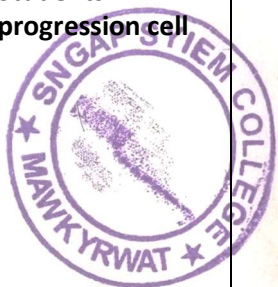
SL.NO	NAME OF COMMITTEE/CELL	NAMES OF STAFF	DESIGNATION	JOB DESCRIPTION
1	Staff Meeting	<ul style="list-style-type: none"> Principal Ms. Angelo Shangpliang 	<ul style="list-style-type: none"> Conveyner Recording Secretary 	Convene Staff Meetings; Deciding Students' Admission; Students' Award; Record of Proceedings; Teachers' Attendance and Discipline; Implementation of Syllabus; Arranging of Felicitation Ceremony; Preparation of Academic Calendar; Preparation of Agenda; Reporting, etc.
2	Internal Complaint Committee	<ul style="list-style-type: none"> Mr. T.lyngdoh Ms. I.Lyngdoh Ms. M.Kharraswai Ms. S.Nongrem 	<ul style="list-style-type: none"> Chairperson Secretary Member Member 	Identifying Cases of Harassment; Receiving Complaints of Harassment; Counseling; Providing Safety to Students; Gender Sensitization Programme; Reporting, etc.
3	Student's welfare cell	<ul style="list-style-type: none"> Ms. N. Syiemlieh Ms. M. Kharaswai Mr. S. Kharwannang Ms. M. Kharlyngdoh Ms. H.Kharsahnoh 	<ul style="list-style-type: none"> Chairperson Secretary Member Member Member 	Organizing College Week; Anti-ragging; Electing Class Representatives; Opening Suggestion Box, Students' Discipline; Providing Student-Support Facilities; Students' Feedback; Students 'Council Exposure Trips;
4	Exam cell	<ul style="list-style-type: none"> Mr.S.Ramsiej Mr. P. Warjri All HOD Mr. S.W.Lykhain 	<ul style="list-style-type: none"> Chairperson Secretary Member Member 	Setting Exam and Test Dates; Setting Question Papers; In charge of Strong Room; Arranging Seat Plan, Invigilation Duty; Examining Internal and External Answer Scripts; Accepting Marks; Results analysis and actions; Publication of Results; Selecting the Genius for Awards; Reporting, etc.



5	Sports committee	<ul style="list-style-type: none"> • Mr. I.Thongni • Mr. S Ramsiej • Ms. D lyngdoh • Mr. P Nongrem • Ms. A Nongsiej • Ms .F Shangdiar 	<ul style="list-style-type: none"> • Chairperson • Secretary • Member • Member • Member • Member 	Organizing Sports; Taking Students out for Sports; Identifying Sports Persons; Maintaining of Sports Equipment and Selecting Awardees; Reporting, etc.
6	Research & development cell	<ul style="list-style-type: none"> • Dr. B.Marwein • Dr. B.L Nonglait • Dr. P.Kumari • Mr.Theophilus • Dr. A. Mazumdar • Mr. R Phukon 	<ul style="list-style-type: none"> • Chairperson • Secretary • Member • Member • Member • Member 	Collaborations in the field of Research; Editing and Publishing; Facilitating and Promoting Research; Locating Financing, Reporting, etc
7	Career & guidance cell	<ul style="list-style-type: none"> • Ms. V Hadia • Ms. N.Syiemlieh • Mr. P.Warjri • Ms. P.Lyngkhoi • Dr. B.Marwein, • Mr. S.W.Likhain. 	<ul style="list-style-type: none"> • Chairperson • Secretary • Member • Member • Member • Member 	Organizing Career Guidance and Counseling for Job Aspirants at different Levels - Degree and +2; Counseling Dropouts; Placement; Offering Referral Service; Reporting, etc
8	NSS Advisory committee	<ul style="list-style-type: none"> • Principal • Ms. I Lyngdoh • Mr. F. Lyngkhoi • ANO, • B Kharlyngdoh • 4 NSS Volunteers (2 girls + 2 boys) 	<ul style="list-style-type: none"> • Chairman • P.O (F) • P.O (M) • Members • Member • Member • Member 	Extension Service; Village Adoption; Cleaning Drive; Sensitization Programmes; Collaborations; Exposure Trips; Reporting, etc.
9	Purchase & De-commissioning committee	<ul style="list-style-type: none"> • Principal • Mr. K Lyngdoh, • Nodal Officer RUSA, • IQAC Coordinator • Finance Secretary 	<ul style="list-style-type: none"> • Chairman • Secretary • Members • Member • Member 	Purchase of materials demanded by Committees/depts, Maintaining Stock Register; Issue and Receipts of Materials Purchased, Maintaining of Materials (Projectors, Printers, and all other Musical, Sports and E-Gadgets); Repairing; Accepting Fees for use of Buildings and Equipment; Identifying Items for Decommissioning; Reporting, etc.



10	Media & Magazine cell	<ul style="list-style-type: none"> • Ms. B Lyngdoh • Mr. P Pyngrope • Mr. G Snaitang • Mr. R M lawphniaw • Mr. R Phukon • Mr. R.Wanniang • Ms. P.L.Mawnai • Dr. P.Kumari • Ms. B. Nongrem • Mr. P. Warjri • Mr. J.Marbaniang 	<ul style="list-style-type: none"> • Chairman • Secretary • Member • Member • Member • Member • Member • Member • Member • Member 	Collect information , processing , dissemination, recording & reporting, Plan to publish annual magazine and quarterly report
11	Campus cleaning & Beautification Cell	<ul style="list-style-type: none"> • Mr. R Phukan • Ms. F Shangdiar • Ms. P Lyngkhoi • Mr. P Nongrem • Ms. I Lyngdoh • Mr. F Marwein • Mr. K Lyngdoh • Ms. B Myllem • Mr. D Ramsiej 	<ul style="list-style-type: none"> • Chairperson • Secretary • Member • Member • Member • Member • Member • Member • Member 	Supervise the cleaning of rooms of the Building and Whole Campus; Beautifying the Rooms and Campus; Tree & Flower Plantation; Washing of Clothes (Laundry); Reporting, etc
12	Parent-teacher association	<ul style="list-style-type: none"> • Dr. B Marwein • Ms. R Kharwanniang • All HODs, • IQAC,Coordinator, • Nodal Officer RUSA 	<ul style="list-style-type: none"> • Chairperson • Secretary • Member • Member • Member 	Convene Meetings with Parents; Collecting Parents 'Feedbacks; Ensuring Parents' Cooperation; Reporting, etc.
13	Admission cell	<ul style="list-style-type: none"> • Shri. T. Lyngdoh • Ms D Snaitang • All HODs • Mr. H Khongthaw • Mr. RM lawphniaw • Ms. M Kharaswai • Ms. K Wahlang 	<ul style="list-style-type: none"> • Chairperson • Secretary • Members • Member • Member • Member • Member 	Admission Process, academic calendar, Routine, prospectus, guidelines
14	Students progression cell	<ul style="list-style-type: none"> • IQAC coordinator • All heads of department 	<ul style="list-style-type: none"> • convener 	Tracking Students' Progression; Placement; Students who Pursue/ Completed Higher Studies; Student's Post-Achievements; Identifying Achievers; Feeding data to NAAC templates; Checking Dropouts; Reporting, etc.



15	People with differently abled cell	<ul style="list-style-type: none"> Ms. P L Manai Ms. P Lyngkhoi Dr. P Kumari Dr. A Mazumdar 	<ul style="list-style-type: none"> Chairperson Secretary Member Member 	Identifying; Assistance; Remedial Class; Placement; Reporting, etc
16	Library committee	<ul style="list-style-type: none"> Mr. T Lyngdoh Ms. R Rymbai All HODs IQAC Coordinator Nodal Officer RUSA 	<ul style="list-style-type: none"> Chairman Secretary Member Member Member 	Procurement and Maintenance of Books and Journals; Maintaining Students and Teachers' Registers; Borrowing and Lending of Books; Sensitizing about the Use of Library Resources; Reporting, etc.
17	Institutional social responsibility cell(ISR)	<ul style="list-style-type: none"> Mr. S Ramsiej Mr. K Lyngdoh Warden IQAC Coordinator Nodal Officer RUSA Ms. Rila Nongsiej 	<p>Chairman</p> <p>Secretary</p> <p>Member</p> <p>Member</p> <p>Member</p>	Receiving Permission for Holding Programmes in and Outside the College; Community Service; Recording of Faculty engaging in Personal Capacity; Organizing Festivals (distinctive); Arts and Culture; Reporting, etc.
18	Vocational and Enrichment courses cell	<ul style="list-style-type: none"> Mr. R Turnia Mr. Pynroilang Marbaniang IQAC Coordinator, Mr. R M lawphniaw Ms. I Lyngdoh All office bearers and member of career counseling and guidance cell 	<ul style="list-style-type: none"> Chairman Secretary Member Member Member 	All Equity Programmes of RUSA and UGC; Certificate Courses; Identifying and Selecting Relevant Courses based on Needs; Students' Enrichment Programmes; Training Programmes; Faculty Training Programmes; Reporting, etc.
19	IQAC	 <ul style="list-style-type: none"> Principal Ms. M Kharlyngdoh Mr. S.W.Likhain All Hods (9 Depts) Mr. S Kharwanniang Mr. R Turnia Dr. K.D Ramsiej 	<ul style="list-style-type: none"> Chairman Coordinator Asst. secretary Members Secretary Sponsoring Body Nodal Officer RUSA President GB 	As per guidelines

20	College campus development committee	<ul style="list-style-type: none"> Principal Ms. R Turnia Ms M Kharlyngdoh Mr. K Lyngdoh Mr. S Kharwanniang Rev (Dr) S I lawphniaw 	<ul style="list-style-type: none"> Convener Nodal Officer RUSA as secretary IQAC Coordinator Member Member G.B Member 	As per instruction from GB
21	Co-operative society	<ul style="list-style-type: none"> Mr. S Kharwanniang Ms. D. Snaitang Mr. P Pyngrope Mr. R Phukon Dr. B Marwein Mr. P.Warjri 	<ul style="list-style-type: none"> Chairman Secretary Member Member Member Member 	As per Constitution of the Society
22	Finance committee	<ul style="list-style-type: none"> Principal Mr. S Kharwanniang Dr. B Marwein IQAC Coordinator Nodal Officer RUSA Mr. H Ramsiej Mr. P Warjri Mr. E Kharaswai 	<ul style="list-style-type: none"> Chairman Secretary Member Member Member Member Member Member 	Financial management Preparing budgets Approve proposal from committees, departments and cells. Preparing reports Auditing Stock register
23	Red ribbon club	<ul style="list-style-type: none"> Principal Ms. D Lyngdoh Other members 	<ul style="list-style-type: none"> Chairman Nodal Officer 	As per guideline
24	Arts & culture cell	<ul style="list-style-type: none"> Ms. F.Shangdiar Mr. P Nongrem Mr. R. Wanniang 	<ul style="list-style-type: none"> Chairperson Secretary Member 	Organizing cultural events. Participation at various levels. Maintenance of musical instruments
25	Award committee	<ul style="list-style-type: none"> Principal Vice principal IQAC Coordinator 	<ul style="list-style-type: none"> Chairman Secretary Member 	Inviting reports from HODs, Committees about deserving students. Screening. Arranging and facilitating of graduation day. Budget and report
26	Scouts and guide	<ul style="list-style-type: none"> Ms. M Kharaswai Ms. A Nongsiej 	<ul style="list-style-type: none"> Chairperson S & G 	As per guideline

27	Hostel management	<ul style="list-style-type: none"> Principal Ms. V Hadia Warden Ms. N syiemlieh Ms. H Kharsohnoh Ms. R Rymbai Dr. B.L Nonglait Mr. S Kharwanniang 	<ul style="list-style-type: none"> Chairman Secretary Joint-Secretary Member Member Member Member 	Implementation of hostel rules, Budget Audit Report
28	Seminar committee	<ul style="list-style-type: none"> Principal Dr.B.L Nonglait Dr. B Marwein Dr. A Mazumdar Dr. P Kumari Mr. P Pynrope Ms. B Lyngdoh 	<ul style="list-style-type: none"> Chairman Secretary Member Member Member Member Member 	Plan, organize, reporting of different level seminar of the College (excluding Dept. seminar/workshop) Coordinate with IQAC
29	Transportation cell	<ul style="list-style-type: none"> Mr. R.Turnia Mr. R.M.lawphniaw Mr. S.Kharwanniang Mr. S.Ramsiej Mr. J.Marbaniang Ms. I.Lyngdoh 	<ul style="list-style-type: none"> Chairman Secretary Member Member Member Member 	Handle transport related complaints from students. Ensure implementation day to day activities of transportation
30	Evangelical union	In-Charge by Ms. N Shangdiar	As per guidelines	As per guidelines
31	RUSA & Project implementation committee	<ul style="list-style-type: none"> Principal Mr. R Turnia 	<ul style="list-style-type: none"> Chairman Nodal Officer 	As per guideline
32	Yuva tourism club	<ul style="list-style-type: none"> Dr. A Mazumdar Shri. P Pynrope, Dr. B L Nonglait, Ms. M Kharaswai 5 Students 	<ul style="list-style-type: none"> Convener Member Member Member Member 	As per guideline
33	Canteen committee	<ul style="list-style-type: none"> Dr. B.Marwein Ms.D.Snaitang Mr.S.Kharwanniang Mr.R.Wanniang Kong Rit Sangma 	<ul style="list-style-type: none"> Convener Member Member Member Member 	Checking Canteen services
34	Counseling cell	<ul style="list-style-type: none"> Dr. B. Marwein P.L.Mawnai D. Snaitang V.Hadia N. Syiemlieh P.Warjri 	<ul style="list-style-type: none"> Chairperson Secretary Member Member Member Member 	Identify, collect information about students facing personal and academic problems provision of counseling, referral, follow-up services, reporting
35	Faculty Career Advancement Cell	<ul style="list-style-type: none"> Principal IQAC coordinator Dr.B.Marwein Mr.S.Kharwanniang 	<ul style="list-style-type: none"> Chairman Convener Member Member 	To assess & evaluate faculty performance for promotion and development



36	Career Coaching Cells	<ul style="list-style-type: none"> • Ms.I.Thongni • Mr.J.Marbaniang • Dr.B.Marwein • Mr.P.Pyngrope • Mr. B.Lyngdoh • Mr.P.Nongrem 	<ul style="list-style-type: none"> • Chairperson • Secretary • Member • Member • Member • Member 	To initiate coaching activities relating with various competitive exams including CUET exam
37	NEP Cell	<ul style="list-style-type: none"> • Shri. S.K.Wanniang • Dr. B.Marwein • Dr.B.L.Nonglait • Smt.M.Kharlyngdoh • Shri. P.Warjri • Smt.D.Snaitang • Smt.B.Lyngdoh 	<ul style="list-style-type: none"> • Chairman • Convener • Member • Member • Member • Member • Member 	All matters related to implementation of NEP 2020.





SNGAP SYIEM COLLEGE MAWKYRWAT

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Accredited "B" Grade by NAAC.

SSCM/Misc/39/2023/___

Dated: Mawkyrwat, the 12th June, 2023

To,

All Faculty Members
Sngap Syiem College

Subject: Readjustment of Office Bearers and Members in different Committees/Cells


Respected Sir/Madam,

With reference to the subject cited above , I am pleased to inform you that there has been a readjustment of Chairperson/ Office Bearer/ Members of various Committees of Sngap Syiem College, which will be in effect from 12th June,2023 till further notice. You are hereby instructed to perform your duty as per the objectives of the respective committees/cells and submit report regularly. Your cooperation and expertise will make the college achieve its vision and mission.

I am looking forward to your kind and positive response.

Thanking you




Dr. K. K. Nongsiej
Principal
Sngap Syiem College

Copy to:

1. All faculty members mentioned
2. Office file